



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

August 21, 2003

TO: Agency Directors

FROM: Marty Brown
Director

SUBJECT: 2004 SUPPLEMENTAL BUDGET SUBMITTALS

To get ready for the 2004 Legislative Session, we need you to send your necessary supplemental budget requests to the Office of Financial Management (OFM) by Friday, October 3.

As you may know, the revenue forecast was revised downward since passage of the 2003-05 budget. Additional money from the federal government combined with state general fund reserves are available to cover the possibility of further revenue reductions so we expect to have a limited capacity to make budget adjustments. Therefore, your supplemental budget requests should only address vital and emergent issues, correct technical problems in the enacted budget, or deal with shortfalls or changes in mandatory caseload or workload. Any agency request legislation must have a companion supplemental budget request if funding is required to implement the bill.

Operating Supplemental Budget Requests

Please use the decision package format described in the 2003-05 OFM Budget Instructions to ensure that your justification fully describes why the cost could not be absorbed within your existing budget. A full re-evaluation of the priorities of government established for the 2003-05 biennium is not required at this time, but you should look carefully at your agency funding priorities when developing budget requests. Moreover, please identify in your agency recommendation summary text the activity (or activities) chosen from your activity list confirmed by OFM for the 2003 activity inventory update affected by the decision package.

Please use the Budget Development System (BDS) to submit operating supplemental budgets electronically. Enter any supplemental budget revenue at the policy level and use the same RecSum (decision package) code used for corresponding expenditure items.

In order to distribute copies to the fiscal committees of the Legislature, we will need five (5) paper copies of your supplemental budget request that includes these elements:

1. The Recommendation Summary report from BDS.
2. Justification in the standard budget decision package format for each item listed on the Recommendation Summary. (The appropriate format can be found in BDS and in the OFM Operating Budget Instructions on the OFM website at <http://www.ofm.wa.gov/budinst03-05/part2/contents.htm>.)
3. The B-9 Revenue report from BDS, for those agencies submitting revenue changes.

Higher Education agencies and agencies with transportation funding should send seven (7) copies, so that the appropriate policy committees can be included in the distribution to the House and Senate.

Please deliver the specified number of copies to:

Monique Martinez
Office of Financial Management
Budget Division
P.O. Box 43113
Olympia, WA 98504

Capital Budget Supplemental Requests

If your agency has potential capital budget issues that need to be addressed in the 2004 Legislative Session, please contact your OFM budget analyst or Mike Roberts, Senior Budget Assistant for the Capital Budget, at (360) 902-05290 to notify them of your intent.

cc: Agency Budget Officers
Agency Capital Budget Officers
Jeff Doyle, House Transportation Committee
Randy Hodgins, Senate Ways and Means Committee
Dave Johnson, House Appropriations Committee
Mike Groesch, Senate Transportation Committee
Victor Moore, House Appropriations Committee
Mike Wills, Senate Ways and Means Committee
Charlie Gavigan, House Capital Committee
David Schumacher, Senate Ways and Means Committee